

SECRET

Chief, Records Management Staff

20 June 1968

K1 Attn :

[Redacted]

Chief, Audit Staff

Revised Records Control Schedule for Audit Staff

Attached is an Audit Staff Records Control Schedule which has been revised to amplify Schedule No. 33-65 approved 28 April 1965.

[Redacted]

25X

Chief, Audit Staff

Attachment

Distribution:

Orig. & 2 - Addressee

*[Handwritten signature]*

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

12c

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE AUDIT STAFF



*Prepared by  
Schedule 33-68  
June 1968  
RD*

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9  
UNITED STATES GOVERNMENT

# Memorandum

**SECRET**

TO : Chief, Records Management Staff

DATE: 22 April 1965

ATTN :

FROM : Chief, Audit Staff

SUBJECT: Revised Records Control Schedule for Audit Staff

Attached is a revised records control schedule for Audit Staff. The preparation of this schedule was coordinated with  of your staff and is submitted for approval.

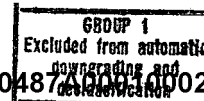
25X

25X

Attachment

Distribution:

Orig. & 2 - Addressee

**SECRET**

SECRET

OFFICE, DIVISION, BRANCH

Audit Staff

SIGNATURE

CONCURRENCE

TITLE

Chief, Audit Staff 23 April 1965

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

SUBJECT FILE

Consists of correspondence, reports and related forms pertaining to the administration, operation and organization of the Audit Staff.

- a. Records documenting organization, management and policy in operations of the Audit Staff, 1947 to date.
- b. Records relating to the administration of the housekeeping functions such as finance, personnel, security and training.

8

6

APPROV

CIA Records Administration Officer

Date

28 Apr 1965

Permanent. Disposal not authorized. Retire to Records Center when inactive. (Retirement requires concurrence of Chief or Deputy Chief, Audit Staff).

Temporary. Review annually and destroy obsolete material.

2

AUDIT REPORT FILES

Consists of audit reports and related correspondence applicable to audits of Headquarters components, projects, stations, bases, and miscellaneous activities of the Agency, foreign, 1951 to date.

12

Permanent. Disposal not authorized. Retire to Records Center when inactive. (Retirement requires concurrence of Chief, or Deputy Chief, Audit Staff.)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9			
3	<b>WORK PAPER FILES</b>  Consists of detailed work papers produced in connection with audits of Headquarters components, projects, stations, bases, and miscellaneous activities of the Agency.	34	Temporary. Maintain work papers covering last two audits and destroy prior work papers.
4	<b>LIBRARY MATERIAL</b>  Bound volumes of reference material consisting of Comptroller General's Decisions, Accounting and auditing text books, dictionaries, etc.	3	Temporary. Disposal not authorized. Return to Library when no longer needed.
5	<b>REFERENCE PUBLICATIONS FILES</b>  Consists of Agency regulations, notices, handbooks, allotment codes, station codes, etc.	4	Temporary. Retain rescinded or superseded material for two years and destroy.
6	<b>MAIL CONTROL LOGS AND DOCUMENT RECEIPTS</b>  a. <u>Top Secret Log</u>  b. <u>Top Secret Cover Sheets</u>	NA   NA	Destroy 10 years after documents are downgraded, transferred to Records Center, destroyed, or sent outside control point.  Destroy 10 years after document has been downgraded, destroyed, or sent outside Agency.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9			

ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9	VOLUME	DISPOSITION INSTRUCTIONS
	c. <u>Secret and Below Log</u>	NA	Destroy after one year.
	d. <u>Classified Document Receipts</u>	NA	Destroy after two years.
	e. <u>Courier Receipts Including Top Secret</u>	NA	Destroy after three months.

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SECRET

SCHEDULE NO.

33-68

OFFICE, DIVISION, BRANCH

Audit Staff

Chief, Audit Staff

20 JUN 1968

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

1

SUBJECT FILE

Consists of correspondence, reports and related forms pertaining to the administration, operation and organization of the Audit Staff.

021

- a. Records documenting organization, management and policy in operations of the Audit Staff, 1947 to date. This includes dispatch and correspondence files between Headquarters and field.
- b. Records relating to the administration of the housekeeping functions such as finance, personnel, security and training.

APPROVED

CIA Records Administration Officer

25 June 1968  
Date

Permanent. Disposal not authorized. Retire Headquarters/Field dispatch and correspondence files to Records Center after three years, and retire other files when inactive. (Retirement requires concurrence of Chief or Deputy Chief, Audit Staff.) Temporary. Review annually and destroy obsolete material.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9</p> <p>c. Chrono correspondence and report files.</p> <p>d. Cable files.</p>	SECRET	<p>Temporary. Retain for two years, then destroy.</p> <p>Temporary. Retain for two years, then destroy.</p>
<p>2</p> <p>11/</p>	<p>AUDIT REPORT FILES</p> <p>Consists of audit reports and related correspondence applicable to audits of Headquarters components, projects, stations, bases, and miscellaneous activities of the Agency, [REDACTED] 1951 to date.</p>		<p>Permanent. Disposal not authorized. Retire to Records Center when inactive (Retirement requires concurrence of Chief or Deputy Chief, Audit Staff.)</p>
<p>3</p> <p>11/</p>	<p>PUBLIC ACCOUNTANTS' AUDIT REPORT FILES</p> <p>Consists of true name audit reports issued by public accounting firms covering audits of Agency projects and other activities, [REDACTED].</p>		<p>Permanent. Disposal not authorized. Retire to Records Center when five years old or when no longer active. (Retirement requires concurrence of Chief or Deputy Chief, Audit Staff.)</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9</p>	SECRET	

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
4	<p>WORK PAPER FILES</p> <p>Consists of detailed work papers produced in connection with audits of Headquarters components, projects, stations, bases, and miscellaneous activities of the Agency.</p>	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9</p> <p>SECRET</p>	<p>Temporary. Maintain work papers covering last two audits and destroy prior work papers. Retain work papers relating to terminated activities for two years after cut-off date of last audit, then destroy. (Do not destroy any work papers relating to uncleared audit matters.)</p>
5	<p>LIBRARY MATERIAL</p> <p>Bound volumes of reference material consisting of Comptroller General's Decisions, Accounting and auditing text books, dictionaries, etc.</p>		<p>Temporary. Disposal not authorized. Return to Library when no longer needed.</p>
6	<p>REFERENCE PUBLICATIONS FILES</p> <p>Consists of Agency regulations, notices, handbooks, allotment codes, station codes, etc.</p>		<p>Temporary. Retain rescinded or superceded material for two years, then destroy.</p>
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9</p> <p>SECRET</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	MAIL CONTROL LOGS AND DOCUMENT RECEIPTS	SECRET	<p>Destroy ten years after documents are downgraded, transferred to Records Center, destroyed, or sent outside control point.</p> <p>Destroy ten years after document has been downgraded, destroyed, or sent outside Agency.</p> <p>Destroy after one year.</p> <p>Destroy after two years.</p> <p>Destroy after three months.</p>
	a. <u>Top Secret Log</u>		
	b. <u>Top Secret Cover Sheets</u>		
	c. <u>Secret and Below Log</u>		
	d. <u>Classified Document Receipts</u>		
	e. <u>Courier Receipts Including</u> <u>Top Secret</u>		

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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8	<p><b>MACHINE LISTINGS</b></p> <p>Statement of Advance Accounts, Alpha Listing, Expense Listing by FAN Number and Object Class. Used by auditors in connection with their day to day work.</p>	2	<p>Temporary. Retain current listing only. Destroy previous listing upon receipt of current one. (non-record)</p> <p>[Redacted Box]</p> <p><i>Audit Staff Records Management Officer</i> <i>July 21, 1970</i></p> <p>[Redacted Box]</p> <p>APPROVED [Redacted Box]</p> <p>CIA Records Administration Officer</p> <p><i>21 July 1970</i> Date</p>
<p><i>1-23-70</i></p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100020002-9</p>			